

## **Film Project Coordinator Position**

**Reports to:** Library Director

**Time commitment:** 10 hours/week

**Location:** Burnham Memorial Library- Colchester, VT

### **Job Description**

The Burnham Memorial library is seeking a dynamic and enthusiastic individual interested in working alongside library staff in a part-time, grant-funded position of Film Project Coordinator. The coordinator's role is to create, direct, and produce library-sponsored programs for LCATV, Colchester's local access channel. Our primary goal is to provide a valuable service for the local community in the areas of education, learning opportunities, community service, and the dissemination of information through a partnership with LCATV.

Duties/Responsibilities of the job include the following:

The Film Project Coordinator is accountable to and works closely with Library Director on a variety of tasks.

Responsibilities and requirements include:

- Creating program content, coordinating project timelines, filming and editing for circulation to the public
- Interacting with groups of all ages (depending on content of project)
- Managing record-keeping of equipment, loans, inventory, training logs, project activities, etc.
- Outreach to local organizations speaking about the program
- Identifying and securing necessary resources for smooth running of projects
- Administering daily management of grant-related resources
- Training library staff in loan procedures and care of digital media equipment and supplies
- Training public on use of equipment and editing procedures

Qualified candidates should have the following:

- Bachelor's degree in communications, television production, or commensurate experience in a related field.
- Knowledge and skills related to the planning, filming, editing and production of short films
- Experience working with all ages
- Effective communication skills
- Knowledge and skills in facilitating workshops or training for all ages

\* This is a temporary grant funded position with potential for extension.

### **TO APPLY:**

Please send letter of interest, resume, and contact information for three references to: Rubi Simon, Library Director, Burnham Memorial Library, 898 Main Street, Colchester, Vermont, 05446. Review of applications will begin on March 22nd and will continue until the position is filled. For more information about the Burnham Library, visit the library website at: <http://colchestervt.gov/Library/> or call Rubi Simon at 802-879-7576.